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ABSTRACT

Defining the CEU (Continuing Education Unit) as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction, this plan offers guidelines for establishing CEU Programs in Iowa. Specific objectives and criteria for applying the CEU emphasize the need for systematic recordkeeping. Recommendations regarding minimal information needs for program approval, registration and CEU record forms, the layout of keypunch cards, and a program classification system are presented. A 23-page appendix includes sample CEU record, registration, and program approval forms; a proposed CEU recording system for the University of Iowa; a description of the CEU award sequence; and samples of CEU application, award, and cumulative record of participation forms. A thirteen-page treatment of discipline divisions is also included separating academic and occupational areas and describing codes, titles, and content. (MW)

ED 089142

The Continuing Education Unit

A State Plan For Use By Educational Institutions In Iowa

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

"One continuing education unit is
TEN CONTACT HOURS OF PARTICIPATION
in an organized continuing education experience
under responsible sponsorship, capable direction
and qualified instruction."

CE 001 316

CONTINUING EDUCATION UNIT

STATE PLAN FOR
EDUCATIONAL INSTITUTIONS
OF HIGHER LEARNING
IN IOWA

Developed for the
State Coordinating
Committee for Continuing
Education

MARCH, 1974

6132-B44914-3/74

FOREWORD

Early in 1968 the U.S. Civil Service Commission, the U.S. Office of Education, the American Association of Collegiate Registrars and Admissions Officers, and the National University Extension Association sponsored a national planning conference to study the feasibility of defining a uniform unit of measurement for noncredit continuing education. This conference was held in Washington, D.C., July 1 and 2, 1968, with thirty-four organizations represented. These organizations were known previously to have expressed an interest in one aspect or another of identifying, measuring, and recognizing effort in continuing education. The interest and sense of urgency for a concerted national movement in these matters as expressed at the planning conference resulted in the creation of a National Task Force to determine the feasibility of a uniform unit of measurement, to develop proposed criteria, standards and operational procedures, and to field test the application of the continuing education unit. The National Task Force spent two years in the development of an interim statement for use by educational institutions in the United States.

In Iowa, a task force was appointed by the State Coordinating Committee for Continuing Education and assigned to study the "Continuing Education Unit" and make recommendations for the use of the CEU. The SCCCE is comprised of representatives of private colleges and universities, Regent institutions, area community colleges and vocational-technical schools and the State Department of Public Instruction. In March 1973, the task force began work to devise a plan of implementation of the CEU.

In January 1974, a plan was presented to the State Coordinating Committee for Continuing Education for its approval. The Iowa plan for use of the CEU was approved by the SCCCE for state-wide use in higher education institutions of Iowa.

An analysis of this plan reveals a document which exceeds the normal implementation of the CEU by offering additional statistical and managerial data for each institution.

This document is intended to provide guidelines for educational institutions of higher learning in Iowa that plan to utilize the CEU for recording and awarding continuing education units for individual participation in noncredit learning experiences. The information contained herein is generally consistent with the concept and philosophy advanced by the National Task Force.

MEMBERSHIP OF IOWA'S TASK FORCE

ON THE CONTINUING EDUCATION UNIT

Don McGuire Chairman	Supervisor Adult Education Unit	Iowa State Department of Public Instruction
Conrad Dejardin	Director of Adult and Continuing Education	Iowa Valley Community College District
Dr. George Ebert	Leader Extension Courses and Conferences	Iowa State University
R. Gene Gardner	Director of Adult and Continuing Education	Northeast Iowa Area Vocational-Technical School
E. Thomas Gray	Administrative Assistant Division of Extension and University Services	University of Iowa
Dr. Thomas E. Hannum	Professor of Psychology and Coordinator of Extension for Sciences and Humanities	Iowa State University
*Glenn Hansen and Aurelia Klink Secretary	Assistant Professors of Continuing Business Education	University of Northern Iowa
Lowell Hewitt	Director of Continuing Education Services	Southeastern Community College
Glen Jesse	Assistant to Dean University College Center for Continuing Education	Drake University

*Glenn Hansen originally served on the Task Force. When he left for Texas A & M to work on a doctoral program, he was replaced by Aurelia Klink.

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THE CONTINUING EDUCATION UNIT--DEFINITION

One continuing education unit (CEU) is TEN CONTACT HOURS OF PARTICIPATION in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. CONTACT HOURS is not intended to exclude non-traditional education programs such as independent study, correspondence study, and other activities of this type. These activities will be evaluated by the appropriate educational officer in the involved institution to make a determination as to the appropriate number of CEU's to be awarded.

Sponsorship

Responsible sponsorship includes all officially recognized schools, colleges, and universities represented by the State Coordinating Committee for Continuing Education. Other interested educational institutions not represented by the State Coordinating Committee for Continuing Education should make their request for inclusion in the State CEU System to the Chairman of the State Coordinating Committee for Continuing Education.

Approval of Programs

The approval of programs, number of CEU's, and the appropriate evaluation procedures for successful completion by the participant will be determined prior to the program offering through the regular channels of the educational institutions concerned.

Qualified Instructors

All instructors of programs approved for CEU's must be competent in the fields in which they teach, attested to by study culminating in appropriate degrees; or have extensive occupational experience or professional practice which is of the highest quality and in the appropriate field in which they will teach.

OBJECTIVES

Some specific objectives which the application of the continuing education unit will fulfill are:

1. To systematize the recording and reporting system for participation in noncredit continuing education.
2. To provide a uniform system for accumulating quantitative data on participation in continuing education activities.
3. To permit the accumulation, updating, and transfer of the continuing education record of an individual participant.
4. To encourage long-range educational goals and lifelong learning as a process of continuing education.
5. To make the pursuit of knowledge more attractive as a way of personal and professional development.
6. To permit and encourage the typical adult student to marshall and utilize a host of continuing education resources to serve his particular needs.

CRITERIA FOR PROGRAM APPROVAL

The following criteria will need to be met in order for a program to be approved for granting continuing education units:

1. There is a statement of the purpose and objectives.
2. The content is well-organized and presented in a sequential manner.
3. There is evidence of pre-planning which should include the opportunity for input by the target group to be served.
4. The instructional personnel utilized will be well-qualified by education or experience.
5. There is provision for individual participant registration which will include information required for recordkeeping and reporting.
6. There is a provision for evaluation of each individual participant appropriate to the material presented. This may consist of attendance records, participant performance, self-learning summaries, examinations, evaluative critiques. . .or any combination of these.

RECORDING AND AWARDING UNITS

Eligibility

CEU's will be recorded and accumulated for participants who are enrolled in an approved CEU program. Additional recordkeeping is at the prerogative of the institutions. CEU records will be made available from the awarding institution upon the request of the participant and upon payment of an appropriate fee.

Determination of CEU's to be Awarded

The determination of the number of CEU's to be recorded and awarded for a particular continuing education experience is the responsibility of the program director. The decimal system will allow the record to reflect the number of CEU's to be recorded and awarded, based on contact hours, e.g., 1.5 CEU's, .2 CEU's, 3.0 CEU's, etc. A continuing education experience to be eligible to be recorded and awarded shall not be for less than .1 CEU.

RECORDKEEPING

The institution is responsible for establishing and maintaining appropriate permanent records of all CEU's that are recorded and awarded. It is recommended that the below minimal information be recorded on the program approval form, registration form, and CEU record:

Program Approval Form

1. Date of request.
2. Course title.
3. Brief course description and format.
4. Starting and ending dates of activity.
5. Number of CEU's requested.
6. Location where course to be offered.
7. Cooperating non-educational institution.
8. Program classification.

9. Sponsoring institution.
10. Course objectives.
11. Target audience to be served.
12. Description of evaluation procedure to be used.
13. Signatures of instructor and appropriate institutional officer.
14. Comments.

It is assumed that the educational institution will utilize existing registration forms which will contain most of the following information.

Registration Form

1. Name, address, zip code.
2. Social security number.
3. Course title.
4. Sex.
5. Age grouping by:
   - Under 22
   - 22 - 35
   - 36 - 55
   - 56 - 65
   - Over 65
   - Information not given
6. *Minority participation by:
   - American Indian
   - Black
   - Spanish surnamed
   - Oriental
   - Caucasian
   - Other
7. Highest education attained. (If the institution needs it.)
8. Number of CEU's to be recorded.
9. Present occupation.
10. Evaluative reports.
11. Name of sponsoring institution.

*It is recommended that educational institutions follow their Affirmative Action Plan.

CEU Record

1. Date of CEU record.
2. Name, address, zip code, and social security number of participant.
3. Course title.
4. Brief course description. (To include co-sponsoring agency and identifying course format.)
5. Date CEU awarded.
6. Number of CEU's awarded.
7. Certifying institution statement (this is to certify that _____ _____ has successfully completed the following continuing education program offered by (institution's name).)
8. Name and title of certifying officer.

Layout of Keypunch Card

Educational institutions planning to use the computer for printing CEU records should consider the below keypunch card layout. In the event a centralized data bank should become a reality in the future, it would be extremely beneficial if the below minimal information was kept by all educational institutions.

Card Number 1:

Columns	1 - 2	County
	3 - 6	School or District
	7 - 30	Name of participant
	31 - 41	Social security number
	42 - 53	Classification and course number
	54	Sex
	55 - 56	Age grouping
	57	Ethnic background
	58 - 61	Completion date (month and year)
	62 - 64	Number of CEU's recorded
	65 - 66	Type of instruction
	67 - 78	Blank or for institutional use
	79 - 80	Card number

Card Number 2:

Columns	1 - 2	County
	3 - 6	School or district
	7 - 30	Street address of participant
	31 - 41	Social security number
	42 - 53	Course number
	54 - 78	Blank
	79 - 80	Card number

Card Number 3:

Columns	1 - 2	County
	3 - 6	School or district
	7 - 30	City, state and zip code number
	31 - 41	Social security number
	42 - 53	Course number
	54 - 78	Blank
	79 - 80	Card number

Course descriptions and the course format would be controlled by the program through the course number and would be printed on the CEU record. The certifying statement and signature needed on the CEU record would likewise be programmed.

Program Classification

It is recommended that the following classification system be utilized. Each program would be categorized by a three digit numbering system utilizing the following classificction system.

1. For individual understanding of society's problems . . . .
   - 1.01 Health and safety
   - 1.02 Human relations and communications
   - 1.03 Education
   - 1.04 Government
   - 1.05 Business
   - 1.06 Law and law enforcement
   - 1.07 Community development
   - 1.08 Aging
   - 1.09 Social change
   - 1.10 Environment
   - 1.11 Agriculture and food production

2. For personal interest and growth . . . .
   - 2.01 Leisure time activities
   - 2.02 Cultural enrichment
   - 2.03 Expanding knowledge about the world and its people
   - 2.04 Civic and economic understanding

3. For occupational improvement in . . . .
   - 3.01 The professions
   - 3.02 Business and industry
   - 3.03 Government
   - 3.04 Education
   - 3.05 Law and law enforcement
   - 3.06 Clerical
   - 3.07 Trades and technologies
   - 3.08 Agriculture and food production
   - 3.09 Social services

4. For development of basic intellectual skills . . . .
   - 4.01 Reading
   - 4.02 Writing
   - 4.03 Languages
   - 4.04 Mathematics
   - 4.05 Critical and creative thinking
   - 4.06 Listening

5. For understanding of personal life problems and demands . . . .
   - 5.01 Finance
   - 5.02 Foods and nutrition
   - 5.03 Family living
   - 5.04 Child development
   - 5.05 Health and safety
   - 5.06 Personal assessment
   - 5.07 Consumer understanding

Further course identification can be made by following the classification numbers with as many as eight additional digits according to the preferences of the sponsoring institution.

Course Format

It is recommended that educational institutions record the type of instruction by the below categories. The course format would be shown on the CEU record as a part of the description of the course.

1. CLASS A group formally organized for face-to-face instruction, which meets regularly but which has intervening time periods between meetings and which usually extends over an entire session or intersession.

2. CONFERENCE A general type of meeting usually of one or more days duration, attended by a fairly large number of people. A conference will have a central theme but is often loosely structured to cover a wide range of topics. The emphasis is on prepared presentations by authoritative speakers, although division into small group sessions for discussion purposes is often a related activity.

3. INSTITUTE Generally similar to a conference, but more tightly structured to provide a more systematic development of its theme, with the emphasis more on providing instruction in principles and techniques than on general information. Participants are usually individuals who already have some competence in their field of interest. Institute programs may have a certain continuity, meeting on a yearly basis for example.

4. SHORT COURSE A sequential offering, as a rule under a single instructor, meeting on a regular basis for a stipulated number of class sessions over a short period of time (e.g., one to three weeks, etc.). Quizzes and examinations may be given depending upon the determination of requirements. It may be informal and flexible in its approach in order to meet the needs of students.

5. WORKSHOP Usually meets for a continuous period of time over a period of one or more days. The distinguishing feature of the workshop is that it combines instruction with laboratory or experimental activity for the participants. The emphasis is more likely to be on skill training than on general principles.

6. SEMINAR A small grouping of people with the primary emphasis on discussion under a leader or resource person or persons. In continuing higher education a seminar is more likely to be a one-time offering, although it may continue for several days.

7. SPECIAL TRAINING PROGRAM A skill program which offers a combination of instruction and practice. The approach is usually on a more individualized basis than a workshop.

8. CORRESPONDENCE COURSE AND/OR INDEPENDENT STUDY
9. LECTURE SERIES
10. CLOSED CIRCUIT TV INSTRUCTION
11. BROADCAST CIRCUIT TV INSTRUCTION
12. CLOSED CIRCUIT AUDIO-INSTRUCTION
13. BROADCAST RADIO INSTRUCTION
14. OTHER

PARTICIPANT EVALUATION

In the recording of CEU's, the program director for each learning experience will be responsible for certifying that the program was satisfactorily completed by each participant.

RETROACTIVITY

The CEU will not be awarded for noncredit educational activities conducted prior to the adoption of the unit by the institution.

LIMITATIONS

The following examples suggest the types of programs not normally awarded CEU's:

1. Programs carrying academic credit either secondary or collegiate.
2. Programs leading to high school equivalency certificates or diplomas.
3. Programs not sponsored by an educational institution described herein.
4. Programs only casually related to any specific upgrading purpose or goal.
5. Programs which are normally considered routine job training.

SAMPLE FORMS

Appendix A provides sample forms as guidelines which may be used by various educational institutions for the recording of the CEU.

Appendix B provides information on a proposed CEU recording system to be used at one of Iowa's educational institutions.

APPENDIX A

APPENDIX A1 SAMPLE

SAMPLE CEU RECORD

THIS IS TO CERTIFY

THAT

JOE DOE, 447-50-4890
1020 Third Avenue
Anytown, Iowa 50000

has successfully completed the

following continuing education program

offered by

(institution name)
and address

COURSE TITLE	BRIEF COURSE DESCRIPTION
COMPUTOR METHODS OF OPTIMUM STRUCTURAL DESIGN	MATHEMATICAL FORMULATION, FORTRAN PROGRAMMING, AND COMPUTER SOLUTIONS OF STRUCTURAL ANALYSIS AND DESIGN PROBLEMS: USE OF PROGRAMS FOR SOLUTION OF PRACTICAL DESIGN PROBLEMS. SHORT COURSE FORMAT. (Include co-sponsoring agency.)

DATE CEU AWARDED	NUMBER OF CEU'S AWARDED	DATE OF CEU RECORD
10/20/73	7	?

(NAME OF CERTIFYING OFFICER)

(TITLE OF CERTIFYING OFFICER)

APPENDIX A2

REGISTRATION FORM

Social Security No.	Last Name	First Name	Middle Initial

Address Street	City	Zip	Date

Home Phone	Business Phone	Birth Date			Check one
		Month	Day	Year	____Male ____Female

Occupation-Job Title	Employer

Highest Grade of School Completed (optional)	Check one (optional)		
	____Negro	____American Indian	
	____Oriental	____Spanish American	
	____Caucasian(White)	____Other Than Listed	

Instructor's Name	Name of Course

Day(s) Class Meets						Meeting Time	No. of Meetings
M	T	W	T	F	S		

-Location of Class-

Town	Building	Room

Name of Firm to be Billed	Fee	Books	Other Fees	Total

Do Not Write Below This Line - Instructor's Use Only

Attendance Record

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total Hours Attended
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Was a certificate of satisfactory completion awarded ____Yes ____No

Grade if course is taken for credit _____

Supervisor or instructor Signature

White--office copy; Yellow--receipt; Buff--instructor's copy
(to be completed and returned to the Adult Education Director at the end of the course)

APPENDIX A3 SAMPLE

PROGRAM APPROVAL FORM

1. Date of Request: _____

2. Course Title: _____

3. Brief Course Description and Format: _____

_____

_____

_____

4. Course Objectives: _____

_____

_____

_____

_____

5. Target Audience to be Served: _____

6. Starting Date: _____ Ending Date: _____

7. Program Classification: _____

8. Number of CEU's Requested: _____

9. Location of Course Offering: _____

10. Sponsoring Institution: _____

11. Cooperating Non-educational Institution: _____

12. Description of Evaluation Procedure: _____

_____

_____

_____

13. APPROVED:

_____ _____
Course Instructor Date

_____ _____
Institutional Officer Date

14. Comments: _____

APPENDIX B

A PROPOSED CEU RECORDING SYSTEM

FOR

THE UNIVERSITY OF IOWA

CEU AWARD SEQUENCE (Please refer to chart)

1. CEU Application & Approval

   A CEU Application Form (CEU 1) will be completed at the initial planning conference and submitted to the Director - Conferences & Institutes for approval. A copy of the approved CEU Application Form becomes the institution's record of the conference.

2. Distribution of Blank CEU Award Records at Registration

   Blank CEU Award Records (CEU 2) are passed out to conference participants with other registration materials.

3. CEU Form Completion and Collection

   CEU Award Records (CEU 2) are completed in unison under the direction of the conference chairperson or conference coordinator. The forms are then collected.

4. CEU Authentication

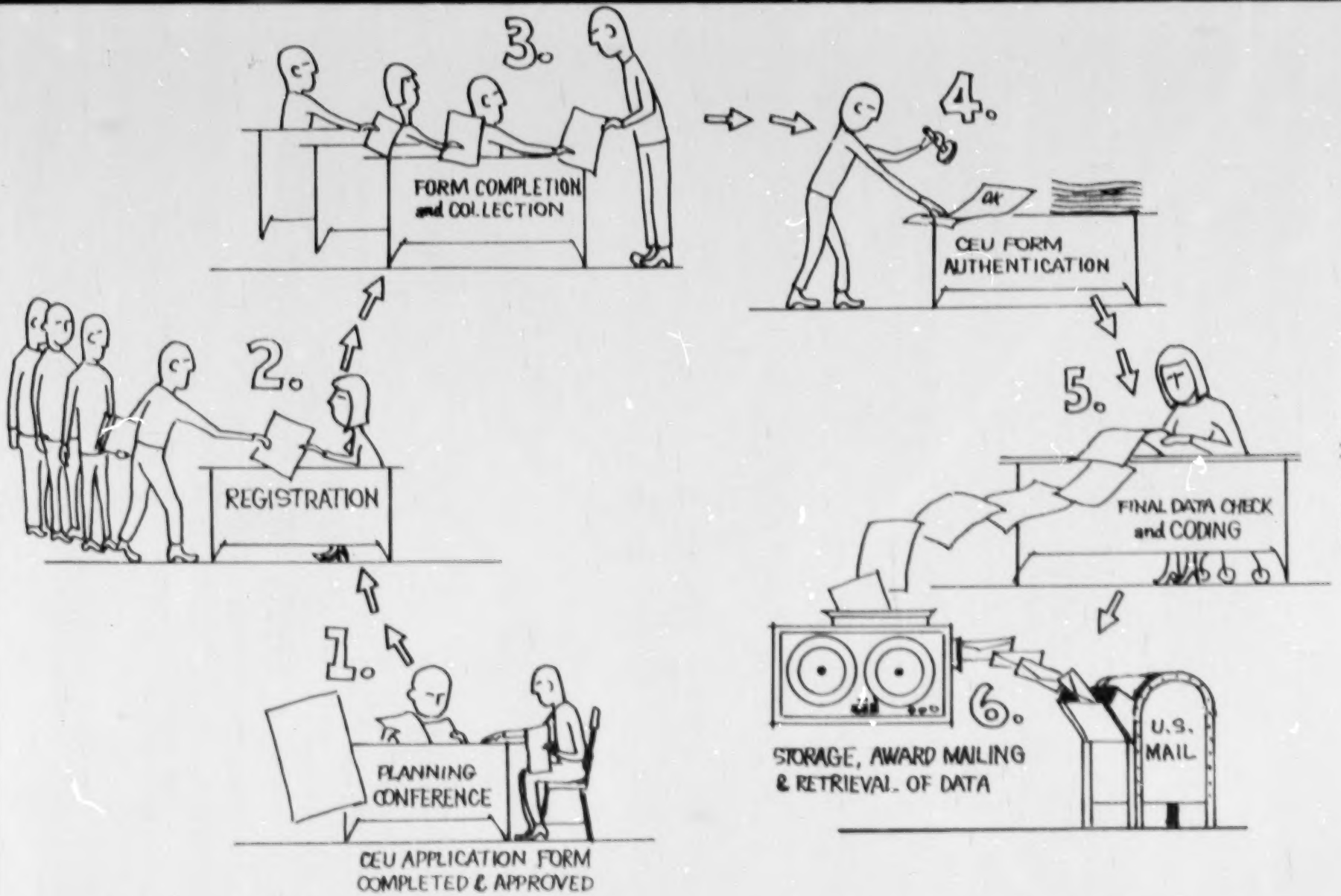
   Conference chairperson confirms successful completion of the program and authenticates attendance and earning of CEUs by signing the form (CEU 2).

5. Final Data Check and Coding

   CEU Clerk in Conference Center checks each CEU Award Form for completeness and codes data for computer input.

6. Storage, Award Mailing and Retrieval of Data

   Data from CEU Application Form (CEU 1) and CEU Award Record (CEU 2) are processed into the computer. A master run is furnished to the Conference Center for file. Individual CEU Records (CEU 3) are produced and mailed by Data Processing Service to conference participants. The computer is also used to consolidate records and prepare a cumulative CEU Record (CEU 4) for presentation to the requesting individual.



CEU AWARD SEQUENCE

APPENDIX B2

Form CEU 1 CEU APPLICATION FORM

1. Date of request:_____ 2. Starting date:*_____ 3. Ending date:*_____

4. Program title:*_____ 5. Program number:*_____
(50 Digit Limit)

6. Target audience to be served:_____

7. Program objectives:

8. Brief program description:*
(100 Digit Limit)

9. Program classification codes: (State)*_____(HEGIS)*_____

10. Program format code*_____

11. Program location (County)*_____

12. Sponsoring unit:*_____ 13. CEUs requested:*_____

14. Cooperating organizations:

15. Evaluation procedure:

16. Comments:

APPROVED _____ Date _____
(Program Chairperson)

_____ Date _____
(Director - Conferences & Institutes)

_____ Date _____
(Dean(s) or Administrative Officer(s))

* Indicates data will be programmed into the U of I computer for storage, and for consolidation and recall as required.

Form CEU 2 CEU AWARD RECORD

_____* Name: _____*
Social Security Number (Last) (First) (Middle Initial)

Highest degree or grade completed: Address: _____*
(Street)

_____* _____
(City)

_____
(State) (Zip Code)

Male*____ Female*____ Home Telephone: Area Code (_____) _____

Check one:*

1_____ American Indian/Native American
2_____ Black/Afro-American
3_____ Mexican American/Chicano
4_____ Oriental/Asian American
5_____ White/Caucasian
6_____ Foreign with VISA
7_____ Puerto Rican (Mainland)
8_____ Puerto Rican (Commonwealth)
9_____ Other (Identify) _____
10_____ I prefer not to identify myself.

Employer's Name: _____ Telephone: _____

Employer's Address: _____
(Street) (City)

_____
(State) (Zip Code)

Your Job Title: _____

CEU Program Number* _____ CEUs Earned* _____

Special Notations:

Signature of Certifying Official _____

* Indicates data will be programmed into the U of I computer for storage, and for consolidation and recall as required.

Form CEU 3

THE UNIVERSITY OF IOWA
Iowa City, Iowa 52242
Division of Extension and University Services

CEU RECORD

This is to certify that xxxxxxxxxxxxxxxxxxxx, xxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx Please check your social security

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx number below and report any error.

xxxxxxxxxxxxxxxxxxxxxxxxx xxxxx xxx xx xxxx

has successfully completed the following continuing education programs.

Program Title	Date Completed	CEU Awarded
xxxxxxxxxxxxxxxxxxxx

Form CEU 4

A CUMULATIVE RECORD OF
PARTICIPATION IN CONTINUING
EDUCATION PROGRAMS AT

THE UNIVERSITY OF IOWA
Iowa City, Iowa

Last Name First Middle

University Number

Home Address

City and State or Country Zip Code

Page Print Date

	Program Title	Program Description	Date	C.E.U.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

The Continuing Education Units (CEU) RECORD above were awarded on the basis of participation in program(s) approved by the Dean of the Extension Division of the University of Iowa. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Total Continuing Education Units

Registrar

APPENDIX 35

Program Classification Codes

For institutional reporting purposes, two fields of program classification codes will be used: (item 9 on the CEU Application Form, CEU 1) 1. the three-digit code for the state reporting system (page 7 of the Task Force report) and 2. the five digit code required for the U.S. Office of Education's Higher Education General Information Survey (HEGIS) reports. These codes are listed below.

DISCIPLINE DIVISIONS: CODES, TITLES, AND CONTENT

The discipline divisions are listed in two mutually exclusive parts. Part I relates to academic subjects and Part II to occupational specialties or technologies. A detailed description of each part follows. However, it should be noted that the course content of the subjects in Part II generally serves the practical purpose of tooling the student for immediate employment at the semiprofessional level.

Part I: Academic Subdivisions

The subject areas under most of the academic subdivisions may be taken for degree credit, nondegree credit, or noncredit and the respondent selects the level of instruction for each offering. For example, courses in art (painting, drawing, sculpture, etc.) or photography could be degree credit courses at the undergraduate or graduate level. They could also be classified as noncredit courses with level of instruction being unassigned, undergraduate, or graduate level.

0201-1 Architecture and Environmental Design.
Restricted to subjects in the academic speciality of Environmental design, general.

0200-1 All Other Architecture and Environmental Design.
Includes subjects related to designing buildings, communities, parks and other man-made aspects of the physiosocial environment.
- Architecture
- Interior design
- Landscape architecture
- Urban architecture
- City, community, and regional planning
- Other

0300 Area Studies.
Includes subjects designed to study cultures indigenous to specific geographic regions.
- East Asian studies
- African studies
- Russian and Slavic studies
- Pacific area studies
- Other

0420-1 Biological Sciences.
Restricted to subjects in the academic speciality of Ecology.

0100 Agriculture and Natural Resources.
Includes subjects related to the production of food and management of natural fiber, plant, forest, and wild life resources.

- Agriculture, general
- Agronomy (field crops, and crop management)
- Soils science (management and conservation)
- Animal science (husbandry)
- Dairy science (husbandry)
- Poultry science
- Fish, game, and wildlife management
- Horticulture (fruit and vegetable production)
- Ornamental horticulture (floriculture, nursery science)
- Agricultural and farm management
- Agricultural economics
- Agricultural business
- Food science and technology
- Forestry
- Natural resources management
- Agriculture and forestry technologies (baccalaureate level and higher)
- Range management
- Other

0400-1 All Other Biological Sciences.
Includes subjects related to the science of life or living matter in all its forms and phenomena especially with regard to the origin, growth, reproduction and structure of life forms.

- Biology, general
- Botany, general
- Bacteriology
- Plant pathology
- Plant pharmacology
- Plant physiology
- Zoology, general
- Pathology, human and animal
- Pharmacology, human and animal
- Physiology, human and animal
- Microbiology
- Anatomy
- Histology
- Biochemistry
- Biophysics
- Molecular biology
- Cell biology (cytology, cell physiology)
- Marine biology
- Biometrics and biostatistics
- Entomology
- Genetics
- Radiobiology
- Nutrition, scientific (excludes nutrition in home economics and dietetics)
- Neurosciences
- Toxicology
- Embryology
- Other

0500 Business and Management.
Includes subjects related to the organization, operation, administration, and control of private and public organizations.
- Business and commerce, general
- Accounting
- Business statistics
- Banking and finance
- Investments and securities
- Business management and administration
- Operations research
- Hotel and restaurant management
- Marketing and purchasing
- Transportation and public utilities
- Real estate
- Insurance
- International business
- Secretarial studies (baccalaureate level and higher)
- Personnel management
- Labor and industrial relations
- Business economics
- Other

0600 Communications.
Includes subjects related to collection, preparation, and presentation of ideas and information intended for popular consumption through mass media.
- Communications, general
- Journalism (printed media)
- Radio/television
- Advertising
- Communication media (use of videotape, films, etc., oriented specifically toward radio/television)
- Other

0700 Computer and Information Sciences.
Includes subjects having to do with the design, development, and application of computer capabilities to data storage and manipulation and related computational procedures.
- Computer and information sciences, general
- Information sciences and systems
- Data processing
- Computer programming
- Systems analysis
- Other

0800-1 Education-Except For Special Populations.
Includes subjects related to administration and control of educational organizations and institutions and subjects related to instruction and services both within and outside of such formal organizations.
- Education, general
- Elementary education, general
- Secondary education, general
- Junior high school education
- Higher education, general

Junior and community college education
Adult and continuing education
Administration of special education
Social foundations (history and philosophy of education)
Educational psychology (include learning theory)
Pre-elementary education (kindergarten)
Educational statistics and research
Educational testing, evaluation and measurement
Student personnel (counseling and guidance)
Educational administration
Educational supervision
Curriculum and instruction
Reading education (methodology and theory)
Art education (methodology and theory)
Mathematics education (methodology theory)
Music education (methodology and theory)
Science and education (methodology and theory)
Physical education
Driver and safety education
Health education (include family life education)
Business, commerce, and distributive education
Industrial arts, vocational, and technical education
Other

0800-2 Education-Special Populations.

Includes subjects related tc administration and control of educational organizations and institutions and subjects related to instruction and services both within and outside of such formal organizations as above, but also includes educational activities either for special populations identified below or in the areas listed below.

Special education, general
Education of the mentally retarded
Education of the gifted
Education of the deaf
Education of the culturally disadvantaged
Education of the visually handicapped
Speech correction
Education of the emotionally disturbed
Remedial education
Special learning disabilities
Education of the physically handicapped
Education of the multiple handicapped
Other

0922-1 Engineering.

Restricted to subjects in the academic speciality of Environmental and sanitary engineering.

0900-1 All Other Engineering.
Includes subjects related to the practical application of basic scientific knowledge to the design, production, and operation of systems intended to facilitate man's control and use of his natural environment.
- Engineering, general
- Aerospace, aeronautical, and astronautical engineering
- Agricultural engineering
- Architectural engineering
- Bioengineering and biomedical engineering
- Chemical engineering (include petroleum refining)
- Petroleum engineering (exclude petroleum refining)
- Civil, construction, and transportation engineering
- Electrical, electronics, and communications engineering
- Mechanical engineering
- Geological engineering
- Geophysical engineering
- Industrial and management engineering
- Metallurgical engineering
- Materials engineering
- Ceramic engineering
- Textile engineering
- Mining and mineral engineering
- Engineering physics
- Nuclear engineering
- Engineering mechanics
- Naval architecture and marine engineering
- Ocean engineering
- Engineering technologies (baccalaureate level and higher)
- Other

1000 Fine and Applied Arts.
Includes subjects having to do with the creation and appreciation of the diverse modes of communicating ideas and emotions by means of stylized, visual, and non-visual representations and symbols.
- Fine arts, general
- Art (painting, drawing, sculpture)
- Art history and appreciation
- Music (performing, composition, theory)
- Music history and appreciation (musicology)
- Dramatic arts
- Dance
- Applied design (ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art)
- Cinematography
- Photography
- Other

1100 Foreign Languages.
Includes mastery of a language other than English or subjects related to the study of a foreign culture through exploration of the literature of that culture as expressed in the vernacular language.

Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)
French
German
Chinese
Japanese
Greek, classical
Hebrew
Arabic
African languages (non-Semitic)
Other

1200 Health Professions.
Includes subjects having to do with the maintenance and restoration of physical and mental health and related to the professions listed below.
Hospital and health care administration
Nursing (baccalaureate level and higher)
Dentistry
Dental specialties (graduate level)
Medicine
Medical specialties (graduate level)
Occupational therapy
Optometry
Osteopathic medicine
Pharmacy
Physical therapy
Dental hygiene (baccalaureate level and higher)
Public health
Medical record librarianship
Podiatry or podiatric medicine
Biomedical communication
Veterinary medicine
Veterinary medicine specialties (graduate level)
Speech pathology and audiology
Chiropractic
Clinical social work (medical and psychiatric and specialized services)
Medical laboratory technologies (baccalaureate level and higher)
Dental technologies (baccalaureate level and higher)
Radiologic technologies (baccalaureate level and higher)
Other

1300-1 Home Economics.
Includes subjects related to the theory and practice of family and home care including the science of foods, home decoration and managment, and child care. Exclude Consumer economics and home management which are separately reported in item 1304-1.
Home economics, general
Home decoration and home equipment
Clothing and textiles

Family relations and child development
Foods and nutrition (include dietetics)
Institutional management and cafeteria management
Other

1304-1 Consumer Economics and Home Management.
Includes subjects concerned with the economic welfare of the consumer and consumer groups that revolve around the everyday matter of getting one's money's worth.
Money management and family budgeting
Banking practices and savings for the family
Consumer credit and rates of interest
Role of advertising
Reading of labels
Consumer protection services
Consumer legislation
Insurance
Evaluation of consumer research projects and product testing
Appliance Repair
Comparison of pricing
Basic principles in buying housing, including an analysis of financial resources available and Government sponsored programs for low income housing
Use, care, repair, and maintenance of equipment related to the house and surroundings
Other

1400 Law.
Includes subjects relating to instruction in the legal customs, practices, and rules of society and states.

1500 Letters.
Includes subjects relating to the English language and literature and value systems related to ancient and modern cultures.
English, general
Literature, English
Comparative literature
Classics
Linguistics (include phonetics, semantics, and philogy)
Speech, debate, and forensic science (rhetoric and public address)
Creative writing
Teaching of English as a foreign language
Philosophy
Religious studies (exclude theological professions)
Other

1600 Library Science.
Includes subjects related to skills required to organize collections of books and related materials and the training necessary for providing services related to them.

1700 Mathematics.
Includes subjects related to the science of numbers and space configurations and their operations, measurement, relationships, and abstractions.
- Mathematics, general
- Statistics, mathematical, and theoretical
- Applied mathematics
- Other

1800 Military Sciences.
Includes subjects having to do with techniques and skills unique to the pursuit of a professional career as a military officer.
- Military science (Army)
- Naval science (Navy, Marines)
- Aerospace science (Air Force)
- Other

1900 Physical Sciences.
Includes subjects related to the basic nature of matter, energy, and associated phenomena.
- Physical sciences, general
- Physics, general (exclude biophysics)
- Molecular physics
- Nuclear physics
- Chemistry, general (exclude biochemistry)
- Inorganic chemistry
- Organic chemistry
- Physical chemistry
- Analytical chemistry
- Pharmaceutical chemistry
- Astronomy
- Astrophysics
- Atmospheric sciences and meterology
- Geology
- Geochemistry
- Geophysics and seismology
- Earth sciences, general
- Paleontology
- Oceanography
- Metallurgy
- Other

2000 Psychology.
Includes subjects related to behavioral and mental processes.
- Psychology, general
- Experimental psychology (animal and human)
- Clinical psychology
- Psychology for counseling
- Social psychology
- Psychometrics
- Statistics in psychology
- Industrial psychology
- Developmental psychology
- Physiological psychology
- Other

2100 Public Affairs and Services.

Includes subjects related to developing and improving competencies in the management and operation of governmental agencies.

Community services, general
Public administration
Parks and recreation management
Social work and helping services (other than clinical social work)
Law enforcement and corrections (baccalaureate level and higher)
International public service (other than diplomatic service)
Other

2200-1 Social Sciences.

Includes subjects related to all aspects of the past and present activities, conduct, interactions and organizations of humans. Exclude civic and community affairs which are separately reported in item 2200-2.

Social sciences, general
Anthropology
Archeology
Economics
History
Geography
Political science and government
Sociology
Criminology
International relations
Afro-American (black culture) studies
American Indian cultural studies
Mexican-American cultural studies
Urban studies
Demography
Other

2200-2 Civic and Community Affairs.

Includes subject content centering on issues or solutions to problems that affect a group or the community as a whole. The concept of the community is broadly defined here; it could be the local, State, national, or international community. However, the problem of Environmental quality is separately coded as 4900-2.

Issues or Problems
Citizen participation in community affairs
Community services and welfare
Crime prevention
Drugs and drug abuse
Education crisis
Housing and urban renewal
Population control
Poverty, urban and rural
Race relations and minority groups

Transportation
Urban crisis
Training of emerging core-city political leaders
Other

2300 Theology.
Includes subjects related to religion.
Theology, general
Religious music
Biblical languages
Religious education
Other

4900-2 Interdisciplinary Studies.
Restricted to Environmental quality. Includes subject content of a technical and/or nontechnical nature that focuses on the quality of the physical environment and the development, protection, use, and management of all our natural resources. Please identify and briefly describe each of these interdisciplinary studies in Section I Part A-1.
Issues or Problems
Conservation-natural resources, soil, and water
Development of natural resources
Pollution-air, noise, and water
Pesticide residues
Waste disposal - animal and/or crop, and industrial domestic processing
Food and feed contaminants
Other

4900-1 All Other Interdisciplinary Studies.
Involves more than one major discipline without concentration in any one area. Thus an institute in Health Systems Planning should be reported as 1200 (Health Professions) if public health aspects are stressed, but as 0700 (Computer and Information Sciences) if systems analysis is stressed; if no single area is the focus, then interdisciplinary would be appropriate. But exclude from this category the problem of Environmental quality which is separately reported as 4900-2. Please identify and briefly describe each of these interdisciplinary studies in Section I Part A-2.

0001 Other.
Details regarding "other" should be listed in Section I Part B-1.

Part II - Subject Content Oriented to Occupational Specialties or Technologies

The subject content of the technologies is generally undergraduate in level of instruction and is specifically associated with the development of skills for entrance into occupations at the semiprofessional level. Usually two years of preparation beyond high school are sufficient for entrance into the occupational fields presented in this part. Many of these occupations are popularly designated as "new careers" and included among them are teacher aides, library aides, forestry aides, etc.

5000 Business and Commerce Technologies.
Includes subject fields specifically associated with development of skills required for commercial, business, or secretarial occupations.
- Business and commerce technologies, general
- Accounting technologies
- Banking and finance technologies
- Marketing, distribution, purchasing, business and industrial management technologies
- Secretarial technologies (include office machines training)
- Personal service technologies (stewardess, cosmetologist, etc.)
- Photography technologies
- Communications and broadcasting technologies (radio/television, newspapers)
- Printing and lithography technologies
- Hotel and restaurant management technologies
- Transportation and public utility technologies
- Applied arts, graphic arts, and fine arts technologies (include advertising design)
- Other

5100 Data Processing Technologies.
Includes subject fields specifically associated with development of skills required for data processing.
- Data processing technologies, general
- Key punch operator and other input preparation technologies
- Computer programmer technologies
- Computer operator and peripheral equipment operation technologies
- Data processing equipment maintenance technologies
- Other

5299-1 Health Services and Paramedical Technologies Associated with Environmental Quality Occupations.
Includes only those subject fields in the technologies that are preparatory for environmental quality occupations.
- Drug quality control technologies
- Hospital engineering technologies
- Other

5200-1 All Other Health Services and Paramedical Technologies.
Includes subject fields specifically associated with development of skills required for health services.
- Health services assistant technologies, general
- Dental assistant technologies
- Dental hygiene technologies
- Dental laboratory technologies
- Medical or biological laboratory assistant technologies
- Animal laboratory assistant technologies
- Radiologic technologies (X-ray, etc.)
- Nursing, R. N. (less than 4-year program)
- Nursing, practical (L.P.N. or L.V.N. - less than 4-year program)

Occupational therapy technologies
Surgical technologies
Optical technologies (include ocular care, ophthalmic, optometric technologies)
Medical record technologies
Medical assistant and medical office assistant technologies
Inhalation therapy technologies
Psychiatric technologies (include mental health aide programs)
Electrodiagnostic technologies (include E.K.G., E.E.G., etc.)
Institutional management technologies (rest home, etc.)
Physical therapy technology
Other

5399-1 Mechanical and Engineering Technologies Associated with Environmental Quality Occupations.
Includes only those subject fields in the technologies that are preparatory for environmental quality occupations.
Accident prevention technologies
Air pollution technologies
Housing hygiene technologies
Industrial hygiene technologies
Noise control technologies
Radiation control technologies
Other

5300-1 All Other Mechanical and Engineering Technologies.
Includes subject fields specifically associated with development of skills required for mechanical and engineering related occupations.
Mechanical and engineering technologies, general
Aeronautical and aviation technologies
Engineering graphics (tool and machine drafting and design)
Architectural drafting technologies
Chemical technologies (include plastics)
Automotive technologies
Diesel technologies
Welding technologies
Civil technologies (surveying, photogrammetry, etc.)
Electronics and machine technologies (television, appliance, office machine repair, etc.)
Electromechanical technologies
Industrial technologies
Textile technologies
Instrumentation technologies
Mechanical technologies
Nuclear technologies
Construction and building technologies (carpentry, electrician, plumbing, sheet metal, air conditioning, heating, etc.)
Other

5499-1 Natural Science Technologies Associated with Environmental Quality Occupations.
Includes only those subject fields in the technologies that are preparatory for environmental quality occupations.
Food sanitation technologies
Milk inspection technologies
Natural disaster control technologies
Pesticides control technologies
Public health inspection technologies
Rodent control technologies
Sanitation technologies
Solid waste disposal technologies
Vector control technologies
Waste water technologies
Water pollution control technologies
Water supply treatment technologies
Other

5400-1 All Other Natural Science Technologies.
Includes subject fields specifically associated with development of skills required for natural science related occupations.
Natural science technologies, general
Agriculture technologies (include horticulture)
Forestry and wildlife technologies (include fisheries)
Food services technologies
Home economics technologies
Laboratory technologies, general
Other

5599-1 Public Service Related Technologies Associated with Environmental Quality Occupations.
Includes only those subject fields in the technologies that are preparatory for environmental quality occupations.
Community health technologies
Other

5500-1 All Other Public Service Related Technologies.
Includes subject fields specifically associated with development of skills required for public service related occupations.
Public service technologies, general
Bible study or religion related occupations
Education technologies (teacher aide and 2-year teacher training programs)
Library assistant technologies
Police, law enforcement, corrections technologies
Recreation and social work related technologies
Fire control technology
Public administration and management technologies
Other

0002 Other Technologies.
Please list separately in Section I Part B-2.